

Job Exploration Workshop

Welcome back!

Day Three



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The Transition Career Exploration Workshop is a product of the Maine Department of Labor. The ND Division of Vocational Rehabilitation has permission to add the ND DVR brand to all information.

What Do You Like To Do?

- A big part of choosing a job is whether you think you will “LIKE” that job



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Facilitator Notes:

Estimated Time: 30 minutes

LEARNING OBJECTIVE: Participants will understand the importance of interests in determining an employment goal.

Indicate that we will now be exploring different characteristics of who they are – what they LIKE to do!

Would I Like That Job?????

- How do I find out?????
- What is the connection between what I enjoy doing and doing that task well?

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Facilitator Notes:

Help to facilitate a conversation about an interest each participant has and how that enjoyment may translate to doing this task well in a job situation.

For example: A participant might say they enjoy gardening, cleaning, taking care of pets, washing cars, etc. Use those examples to bridge their interests with specific jobs that they may enjoy doing.

Reading-Free Vocational Interest Inventory

- You will complete an inventory today which will help you choose your favorite types of work activities from groups of pictures.
- This survey will help you determine the kinds of work you would **like** to do.
- You can then begin to get more information about those jobs.

Word You Need to Know: Interests

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Facilitator Notes:

Estimated Time: 60 minutes

Materials Needed:

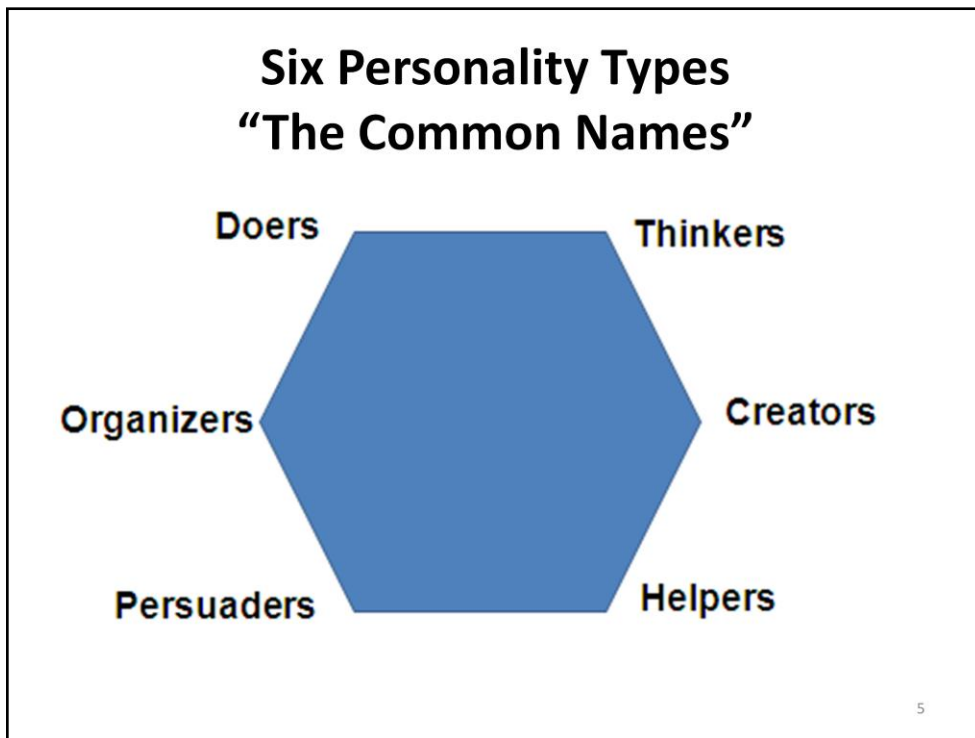
Reading Free Vocational Interest Inventory – This may require some one-on-one help with some participants, depending on their reading skills.

**To order the materials, copy the following link and paste it into your web browser.
<http://www.proedinc.com/customer/productView.aspx?ID=3052>**

Inform participants this survey will help them determine the kinds of work they would like to do; they can begin to get more information about the jobs shown in the Reading Free Interest Inventory.

Identify which participants will need 1:1 help and offer assistance as needed. Continually move throughout the group to assist the participants in understanding and circling their choice of picture.

Allow the pictures to be self explanatory to the participant; there does not need to be a “set in stone” occupation that they correspond to.



Facilitator Notes:

Estimated Time: 45 minutes

You can explain that Dr. John Holland developed these six personality types to help explain why people choose the jobs that they like....thus, they are called the “Holland Types.”

Review the general characteristics of each of the six Holland Types. Remind participants that they can describe themselves in more than one category, but not necessarily in all.

Again, when you have finished reviewing all six types, check to determine if their Type seems to match what they know about themselves. Facilitators are encouraged to note their observations for future reference.

Six Personality Types

- **Doers** – **Prefer** to work with their hands
- **Thinkers** – **Prefer** to figure things out in their minds
- **Creators** – **Prefer** to express themselves by writing, singing, drawing, etc.
- **Helpers** – **Prefer** to work helping others
- **Persuaders** – **Prefer** to convince others; sell things
- **Organizers** – **Prefer** to organize information, things, etc.

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Facilitator Notes:

This is a review of the Six personality types and their preferences regarding work.

Each type solves problems in different ways.

This is the reason that people choose or prefer different types of jobs.

The next few slides will provide examples of the Six Personality Types.

Indicate that we will refer back to these types when we talk about SKILLS.

The Doers



- Food Preparation or Cafeteria Workers
- Janitors
- Groundskeepers
- Short-Order Cooks
- Dishwashers
- Maids & Housekeepers
- Stock Clerks
- Farm Workers

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Facilitator Notes:

Explain each personality type.

Determine which participants have preferences for each of the personality (Holland) types and the kinds of jobs suggested.

Have the participants circle the jobs they think they would enjoy.

Discuss what kinds of skills they need for their chosen jobs.

The Thinkers



Often Choose Jobs Like:

Vet Assistant

Forest Work

C.N.A. – Certified Nursing
Assistant

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Facilitator Notes:

Continue as described in previous slide.

The Creators



Often Choose Jobs Like:

Floral Shop Staff

Potter

Cook

Cake Decorator

Seamstress/Tailor

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Facilitator Notes:

Continue as described in previous slide.

The Helpers



Often Choose Jobs Like:

Home Health Aides

Food Servers

Personal Care Aides

Waiters & Waitresses

Ticket Takers

Child Care Workers

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Facilitator Notes:

Continue as described in previous slide.

The Persuaders



Often Choose Jobs Like:

Retail Salesperson

Small business owner

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Facilitator Notes:

Continue as described in previous slide.

The Organizers



Often Choose Jobs Like:

Office Clerks/Aide

Library Assistant

Office Machine Operator

Hotel Desk Clerk

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Facilitator Notes:

Continue as described in previous slide.

What Type of Jobs Do I Like?

- Through this activity, have you found a type of job you are really interested in?

*Place your Reading Free Interest Inventory and Job Lists in your **Folder***

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Facilitator Notes:

Remind them that this is an exercise that tells them a little about themselves and how that information connects to different jobs.

Ask if they chose a job that they are really interested in knowing more about. If so, the recommendation will be made to explore with their VR counselor and/or other team members.

Remind them that job exploration begins with an interest, but abilities need to be considered as well.

Skills That Can Be Used in Many Places

- In different kinds of jobs
- In your volunteer or leisure life
- In your learning activities
-Everywhere!
- We call these “**transferable skills**”

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Facilitator Notes:

Indicate that you are going to have them think and name examples of different kinds of skills they have used in different areas of their lives...these are transferable skills (skills they can use or transfer to other activities, jobs, work, etc.).

Have one facilitator capture in written form what each participant names as skills in the different areas, while another facilitator addresses the group. These captured notes, along with any supporting observations and results, will be placed in each participant's folder for future review with team members.

You may want to consider referring back to the strengths chain and other completed activities to assist them.

Work Skills

- Look at the 6 different types of skills on the next slides.
- What are you good at doing?
- Check the skills that you are good at doing on each page.

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Facilitator Notes:

Whole group activity

Refer to the 6 types of transferable skills activities, and assist participants with checking off the skills they believe are their strengths.

Facilitators may want to move about the room to assist participants with reading and comprehension, and/or facilitator may read each slide aloud to the group.

Do-ers

Working With Your Hands or Tools

- | | |
|-----------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Repairing | <input type="checkbox"/> Do not tire easily |
| <input type="checkbox"/> Working with Tools | <input type="checkbox"/> Working outdoors |
| <input type="checkbox"/> Working with Animals | <input type="checkbox"/> Making things |

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Facilitator Notes:

Estimated Time: 30 minutes

Go over the list of individual skills orally, and answer any questions they may have.

Have them check or circle the skills they have used.

Encourage them to add similar skills to the list.

ACTIVITY: Do-ers Work with Hands

Thinkers

Problem-solving Skills

- ☐ Determine how things work
- ☐ Putting things in order of importance
- ☐ Being able to understand and explain information
- ☐ Putting things in an order that makes sense
- ☐ Understanding and using math
- ☐ Using facts

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Facilitator Notes:

Review the skills to make sure that everyone understands what is being described.

ACTIVITY: Thinkers Problem Solvers

Creators

Coming Up with Ideas

- ☐ Using imagination to create things
- ☐ Drawing pictures
- ☐ Coming up with ideas
- ☐ Writing creatively
- ☐ Liking art
- ☐ Drawing and designing well
- ☐ Writing music, songs and lyrics

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Facilitator Notes:

Review the skills to make sure that everyone understands what is being described.

ACTIVITY: Creators

Helpers

Helping Skills

- ☐ Listening well
- ☐ Developing a relationship
- ☐ Encouraging people to speak up for themselves
- ☐ Teaching people to do something
- ☐ Making someone comfortable
- ☐ Communicating in a group
- ☐ Giving verbal support
- ☐ Working with others as a team

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Facilitator Notes:

Review the skills to make sure that everyone understands what is being described.

ACTIVITY: Helpers

Persuaders

Influencing Skills

- ☐ Helping others to make group decisions
- ☐ Organizing/Setting Goals
- ☐ Selling things
- ☐ Speaking about something or someone that you believe in
- ☐ Exercising leadership in a group
- ☐ Taking a risk in public
- ☐ Organizing people or activities

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Facilitator Notes:

Review the skills to make sure that everyone understands what is being described.

ACTIVITY: Persuaders

Organizers

Office Skills

- ☐ Reading and correcting
- ☐ Keeping track of items
- ☐ Typing on a computer keyboard
- ☐ Following directions correctly
- ☐ Doing math correctly and quickly
- ☐ Completing work on time
- ☐ Putting things in order/sorting things out
- ☐ Remembering numbers or specific facts
- ☐ Paying attention to details
- ☐ Filing, Grouping/Recording

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Facilitator Notes:

Review the skills to make sure that everyone understands what is being described.

Review with each participant, as the group listens in, his/her choices that were made in each category.

ACTIVITY: Organizers

Job Exploration Workshop

Awesome work today!

End of Day Three